



MEMORANDUM

Date: April 4, 2005

To: Departmental Bilingual Services Coordinators

From: Bilingual Services Program (BSP) State Personnel Board

**Subject: BSP MEMORANDUM 05-02
BILINGUAL RESOURCES INFORMATION SHARING SESSION HANDOUT**

It was unfortunate that you were unable to attend the March 24, 2005 Information Sharing Session held at the State Personnel Board (SPB). The attached PowerPoint handout covers the material discussed at the session which were:

- SPB's Informal Language Access Complaint Process and Poster
- Revised Language Identification Guide
- Interpreter Services Notice Template
- Future Bilingual Training Sessions
- Update on Bilingual Services Program

The SPB had the complaint poster, the Language Identification Guide these materials on display and will mail them out to the department directors later this month. You will be notified via e-mail when the materials are sent to keep you aware of the communication between the SPB and your department. If you have any questions regarding the presentation, please contact your department's BSP analyst. Should you have any questions or need additional information, please feel free to contact the BSP at (916) 651-9017 or TTD Number (916) 651-8782.